



Linda McCulloch, Superintendent
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Helena, MT 59620-2501
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Local Education Agency (LEA) E-Grants Security Assignments

(Includes School Districts, Special Education Cooperatives,
and Community-Based Organizations)

This form is used by the Authorized Representative (AR) for assigning roles to each individual who will access the E-Grants system on behalf of the LEA. Forward the completed form to the OPI's Security Coordinator who will establish the appropriate security roles listed on this form on E-Grants. These security assignments remain in effect until the OPI receives notice of a change.

If you have questions regarding this form, please contact the OPI Security Coordinator at (406) 444-3448.

LEA/Organization Name: _____ LE Number _____

Please note that the roles are progressive in nature. A person assigned to Financial/Business Manager does not need to be assigned to the Financial Data Entry role, etc. Additionally the LEA Authorized Representative automatically has rights to all roles.

LEA E-Grants Application Roles

For Grant Applications

Application View-Only Access

- This role has "read-only" access to review the LEA application. The role cannot save changes to the application

Application Data Entry

- This role can enter data into the application. This role can complete all data entry and run the Consistency Check to ensure that the application is ready for review.

Authorized Representative (AR)

- This role will automatically be assigned to the LE Authorized Representative. This role is responsible for reviewing and agreeing to all Certifications and Assurances, completing a final review of the LEA's application, and formally submitting the application to the OPI. This role can also complete data entry and run the Consistency Check. The AR may perform all of the functions of the Financial/Business Manager. (See role description below.)

LEA E-Grants Financial Roles

For Cash Requests and Fiscal Close-Outs

Financial View-Only Access

- This role has "read-only" access to review the payment information for the LEA. The role cannot save changes to any data.

Financial Data Entry

- This role can enter the Reimbursement Requests and Expense Reports data into E-Grants. This role can complete payment data entry and ensure that the requests are ready for review and approval by the Financial/Business Manager.

Financial/Business Manager (Authorized Approval Role)

- This role approves and formally submits the Reimbursement Request and Expense Reports to the OPI for review and approval. This role can also complete payment data entry.

With my signature below (typed or written), I certify the accuracy of the information submitted on this form.

Signature of Authorized Representative

☐ Superintendent
☐ Other _____ Date _____

LE Name _____								
Instructions: Complete the information below for each person needing security access.								
Authorized Representative (all programs)								
Name _____		E-Mail address _____						
Financial/Business Manager (all programs) <i>If you have a single financial/business manager for all programs, enter the information here. If you have multiple financial/business managers, enter their information in the sections that follow.</i>								
Name _____		E-Mail address _____						
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